

Message

From: Progress, Christina [Progress.Christina@epa.gov]
Sent: 5/30/2018 5:16:23 PM
To: Cirian, Mike [Cirian.Mike@epa.gov]
CC: Zinner, Dania [Zinner.Dania@epa.gov]
Subject: Hotel pickup for Betsy and Doug on June 5th.

Mike,

Since you will be picking both the RA and Betsy up from their hotels in Kalispell before the CFAC tour, I thought I'd pass this along. Betsy and the RA were not able to get rooms at the same hotel. Betsy is at the Hampton Inn and I believe the RA is at the Springhill Suites, so unfortunately you'll need to pick them up from separate hotels in the morning. I'll plan to pick Betsy up from CFAC about 11:30 on Tuesday for the drive to Missoula, unless you think you'll be done with the tour before then. If that's the case I can come by earlier to pick her up.

Christina Progress
EPA Superfund Project Manager
Phone: 303-312-6009

From: Bellamy, Diana
Sent: Wednesday, May 30, 2018 8:59 AM
To: Progress, Christina <Progress.Christina@epa.gov>
Subject: FW: Received TRS for Travel Authorization [6/3-6/5] Urgency, Please.

Christina,

Will the following below work for you? Please review the reservations below. Let me know today if this will work for you in communicating and picking up Betsy. I think we spoke briefly about this, early this morning.

Thanks.

Diana

Diana Bellamy, SEE
Assessment & Revitalization Program
(303) 312-6244

From: Pierce, Zachary
Sent: Friday, May 25, 2018 9:25 AM
To: Bellamy, Diana <bellamy.diana@epa.gov>
Cc: Smidinger, Betsy <Smidinger.Betsy@epa.gov>
Subject: RE: Received TRS for Travel Authorization [6/3-6/5] Urgency, Please.

Diana,

Morning. I was able to reserve both rooms. I reserved the Venture Inn in Libby for the night of 6/3 by calling over the phone. They should be emailing Betsy shortly. I also reserved the Hampton Inn in Kalispell for the night of 6/4 within Concur.

The TA is now signed and ready for authorization. Thank you.

Zach Pierce | Financial Technician

Budget & Financial Operations Unit
US EPA Region 8 | TMS
1595 Wynkoop Street
Denver, CO 80202

(303) 312-6419 (w)
pierce.zachary@epa.gov

From: Bellamy, Diana
Sent: Thursday, May 24, 2018 4:27 PM
To: Pierce, Zachary <pierce.zachary@epa.gov>
Cc: Progeess, Christina <Progeess.Christina@epa.gov>
Subject: FW: Received TRS for Travel Authorization [6/3-6/5] Urgency, Please.
Importance: High

Zachary,

Betsy stated go ahead and choose a hotel of either Holiday Inn or Hampton Inn on 06/4; please go ahead and book for 06/3/18 at the Venture Motor Inn.

Thank you.

Diana

Diana Bellamy, SEE
Assessment & Revitalization Program
(303) 312-6244

From: Bellamy, Diana
Sent: Thursday, May 24, 2018 4:02 PM
To: Pierce, Zachary <pierce.zachary@epa.gov>; Smidinger, Betsy <Smidinger.Betsy@epa.gov>
Cc: Stavnes, Sandra <Stavnes.Sandra@epa.gov>
Subject: FW: Received TRS for Travel Authorization [6/3-6/5] Urgency, Please.
Importance: High

Zachary,

Thank you for your assistance. Please go ahead and book the hotels for this trip. I will check with Betsy regarding if she would like to stay at the Holiday Inn or Hampton Inn on 6/4 in Kalispell. And, yes, please go ahead and book the night of 6/3 at the Venture Motor Inn.

Betsy will inform you of her credit card information. I am contracted and not authorized to handle credit card information.

Thank you.

Diana

Diana Bellamy, SEE
Assessment & Revitalization Program
(303) 312-6244

From: Pierce, Zachary
Sent: Thursday, May 24, 2018 8:56 AM
To: Smidinger, Betsy <Smidinger.Betsy@epa.gov>
Cc: Bellamy, Diana <bellamy.diana@epa.gov>
Subject: Received TRS for Travel Authorization [6/3-6/5]

Hello!

I have received your travel request.

I wanted to verify that the hotels for this trip have not been booked? If they have not, I can book on behalf however the Springhill Suites hotel listed on the request for the night of 6/4 is not available in Concur at the per diem rate (double). There is however availability at the Holiday Inn or Hampton Inn on 6/4 in Kalispell.

I can also book the night of 6-3 at the Venture Motor Inn but would have to book over the phone unless already done so. Please let me know if I should book either hotel.

Once your travel arrangements and Travel Authorization is complete, you will receive notification from Concur. If you have any questions or concerns, please feel free to contact me or Christine Portillos as 312-7284. Thank you.

Airport Parking Guidance

Based on guidance provided from the Cincinnati Finance Center, parking reimbursement cannot be more than a roundtrip taxi to/from airport, to include POV miles. To calculate the taxi fares to/from airport, please use the Taxi Fare Finder (taxifarefinder.com).

Zach Pierce | Financial Technician
Budget & Financial Operations Unit
US EPA Region 8 | TMS
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Denver, CO 80202

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pierce.zachary@epa.gov